

**BYLAWS OF THE
MISSOURI SEISMIC SAFETY COMMISSION**
Adopted
June 6, 1996

ARTICLE I.
Name, Authority and Location

Section 1. Name. The name of this organization is Missouri Seismic Safety Commission, herein termed the Commission.

Section 2. Authority. The authority of the Commission was established by Revised Statute of Missouri (RSMo) Sections 44.225 through 44.237 also known as the A Seismic Safety Commission Act. @ No portion of these bylaws nor standing rules of the Commission shall be allowed to supersede or conflict with applicable statutes, rules and regulations of the State of Missouri.

Section 3. Location. The principal office and regular place for the transaction of business of this Commission shall be the Missouri State Emergency Management Agency office at 2302 Militia Drive, P.O. Box 116, Jefferson City, Missouri 65102. Commission meetings and hearings may be held from time to time at various locations within the state of Missouri, as deemed appropriate by the Commission.

ARTICLE II.
Membership

Section 1. Voting Members. The voting membership of this Commission shall consist of the Commissioners duly appointed by the Governor of Missouri, and confirmed by the Senate of the State of Missouri or appointed by the President Pro Tem of the Senate or appointed by the Speaker of the House.

Section 2. Ex-officio Members. The Commission may appoint ex-officio members to advise the Commission. The appointment of ex-officio members shall be subject to a majority vote of the Commissioners. An ex-officio member shall have none of the Commissioners' rights nor responsibilities, other than voting responsibilities within their respective committee.

ARTICLE III.

Officers

Section 1. Officers. The elective officers of the Commission shall be the Chairman, Vice Chairman, Secretary, and any other officers the Commission resolves by election. No Commissioner shall hold more than one elective office.

Section 2. Term of Office. Each of the elective officers of the Commission shall be elected for a term of one (1) year and shall serve until the successor is elected and qualified. No elective officer of the Commission may be eligible to serve more than two (2) consecutive terms in the same office.

Section 3. Candidates. The Nominating Committee shall solicit candidates from the Commissioners. The Nominating Committee shall submit the list of candidates for each office to the voting membership at least ten (10) days prior to the meeting at which the officers are to be elected. Nominations from the floor on the day of election will be accepted.

Section 4. Elections. The Commission shall elect the officers at the last meeting of each calendar year. If there is but one candidate for each office to be filled, the election may be by acclamation. If there is more than one candidate for each office, the election shall be by ballot vote conducted by the Nominating Committee.

Section 5. Vacancies. Upon the death, resignation, or dismissal of any Officer, such office shall become vacant, and shall be filled for the unexpired term by appointment of the Coordinating Committee.

Section 6. Duties of the Officers.

a. Chairman. The Chairman shall preside at all meetings of the Commission, shall be the Chairman of the Executive Committee, and shall be an ex-officio member, without vote, of all committees, except the Nominating Committee.

b. Vice-Chairman. The Vice-Chairman shall assist the Chairman in the performance of the details and duties of his/her office, in the temporary absence or inability of the Chairman, shall act as Chairman and perform the duties for the time being, and shall be the Chairman of the Coordinating Committee.

c. Secretary. The Secretary shall record and preserve the minutes of all meetings of the Commission; shall maintain a list of the membership; shall keep all Commission documents which come to him/her officially; shall sign all documents requiring signature; shall handle all Commission correspondence; and keep a file of all Commission correspondence.

In the temporary absence or inability of the Chairman and Vice-Chairman, simultaneously, the Secretary shall call meetings to order, and call for a motion to elect a Chairman pro-tem.

ARTICLE IV. Meetings

Section 1. General Meetings. The Commission shall meet at least two (2) times in each calendar year. Additional meetings of the Commission may be held as determined necessary by the Chairman subject to the approval of the Executive Committee. Meetings shall conform to all applicable statutes of Missouri, especially Section 610 RSMo, commonly referred to as the Sunshine Law.

Section 2. Notice of Meetings. All members shall be notified by mail, E-mail or facsimile at least seven (7) days in advance of General Meetings.

Section 3. Emergency Meetings. An emergency meeting of the Commission may be called by the Chairman, without advance notice or prior approval of the Commission, in the event of an earthquake or as ordered by the Governor. An Emergency meeting of the Commission may be held by telephone conference call provided a quorum can be obtained.

Section 4. Quorum. A quorum of the Commission for the transaction of business shall consist of nine (9) members of the Commission, in accordance with RSMo 44.227. A quorum of the Commission is necessary to open business, but a lesser number may adjourn. Proxies shall not be given or voted.

ARTICLE V. Committees

Section 1. Executive Committee

a. Composition. The Executive Committee shall consist of the Officers of the Commission. The Chairman of the Commission shall serve as the Chairman of the Executive Committee.

b. Duties and Responsibilities. The Executive Committee shall have general supervision of the business and affairs of the Commission between its business meetings, make recommendations to the Commission, and shall perform such other duties as are specified in these bylaws. The Executive Committee shall be subject to the orders of the Commission, and none of its deeds shall conflict with action taken by the Commission.

c. Meetings. The Executive Committee shall meet at the call of the Chairman or of the majority of the committee members. A quorum shall consist of a majority of the Committee members.

Section 2. Coordinating Committee.

- a. Composition. The Coordinating Committee shall consist of the Officers of the Commission and a representative of each standing committee, excluding the Nominating Committee. The Vice-Chairman of the Commission shall serve as the Chairman of the Coordinating Committee.
- b. Duties and Responsibilities. The Coordinating Committee shall assemble and develop products of the Commission and shall recommend Standing Committee responsibilities for regular Commission meetings. The Coordinating Committee shall be subject to the orders of the Commission, and none of its deeds shall conflict with action taken by the Commission.
- c. Meetings. The Coordinating Committee shall meet at the call of its Chairman or upon written request of the majority of the committee members. A quorum shall consist of a majority of the Committee members.

Section 3. Standing Committees. Standing Committees may be established or revised or ended by the Commission. Standing Committees presently consist of the Committees for: Building Codes, Land Use and Planning; Geoscience; Preparedness, Response and Recovery; and Public Awareness and Education.

- a. Members. Members of the Standing Committees shall consist of the voting and ex-officio members of the Commission.
- b. Chairman. The Chairman of each Standing Committee shall be a voting member of the Commission, elected by the other voting members of that committee. The Chairman shall serve for a term of one (1) year or until a successor is elected and certified. The Chairman shall be elected at the first meeting following the election of Officers.

Section 4. Nominating Committee. The Nominating Committee shall consist of the three (3) Commissioners selected by the Coordinating Committee, who do not currently hold an office. The Chairman of the Nominating Committee shall be elected by the Nominating Committee members.

Section 5. Ad Hoc Committees. Other committees may be established by the Commission or by the Commission Chairman. These committees may be comprised of members of the Commission and interested public and private groups. The Chairmen of these committees shall be a voting member of the Commission.

ARTICLE VI. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with the statutes, rules and regulations of the state of Missouri nor with these bylaws nor with any special rules of order the Commission may adopt.

ARTICLE VII.
Amendment of Bylaws

Section 1. Introduction. Amendments may be proposed by a majority of the Coordinating Committee, or by a written petition of at least four (4) of the Commissioners presented at a regular Commission meeting.

Section 2. Adoption. Adoption of amendments shall be by a two-thirds (2/3) affirmative majority of the membership at a regular Commission meeting, providing the proposal to amend had been introduced at a regular Commission meeting prior to being considered at the next stated meeting, and further, provided that notice to the members of the proposal to amend has been given at least ten (10) days in advance of the meeting at which a vote is to be taken.

ACRONYMS FOR MISSOURI SEISMIC SAFETY COMMISSION

ACE

American Council on Education

ACE	Army Corps of Engineers
AIA	American Institute of Architects (SAVE Coalition)
APWA	American Public Works Association
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ARRL	Amateur Radio Relay League
ASCE	American Society of Civil Engineers (SAVE)
ATC	Applied Technology Council
BAREPP	Bay Area Regional Earthquake Preparedness Project California Office of Emergency Services
BOCA	Building Officials and Code Administrators
BOCA Code	Building Code developed by above
BSSC	Building Seismic Safety Council
CBI	Computer Based Instruction
CCA	Comprehensive Cooperative Agreement (See PPA/CA) (Now known as EMPG)
CCP	Casualty Collection Point (Health Dept.)
CDI	Computer Disk Interactive
CDC	Centers for Disease Control
CDRG	Catastrophic Disaster Response Group (See FRP)
CECMO	Consulting Engineers Council of Missouri (SAVE)

Acronym List -
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CEM	Comprehensive Emergency Management
CEO	Chief Executive Officer or Chief Elected Official
CERI	Center for Earthquake Research and Information University of Memphis
CERT	Community Emergency Response Team
CES	Center for Earthquake Studies (Cape Girardeau) (Closed 2002)
CFO	Chief Fiscal Officer
CFR	Code of Federal Regulations
CISM	Critical Incident Stress Management
CIVEX	Civilian Exercise
CMA	Chemical Manufacturers Association
COE	Corps of Engineers
COG	Continuity of Government
CONUS	Continental United States
CONUSA	Continental United States Army
CRS	Community Rating System (Fire Insurance Rates)
CSDP	Chemical Stockpile Disposal Program
CSEPP	Chemical Stockpile Emergency Preparedness Program
CSR	Code of State Regulations
CSSC	California Seismic Safety Commission
CUSEC	Central United States Earthquake Consortium
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CUSEIS	Central United States E.Q. Intensity Scale

CSTI	Californian Specialized Training Institute University of California -San Luis Obispo
DAC	Disaster Assistance Center
DAE	Disaster Assistance Employee
DED	Missouri Department of Economic Development
DESE	Missouri Department of Elementary and Secondary Education
DCO	Defense Coordinating Officer (see FRP)
DC & W	Direction, Control, and Warning (old CCA Program)
DFIRM	Digital Flood Insurance Risk Map
DFO	Disaster Field Office
DHE	Missouri Department of Higher Education
DMAT	Disaster Medical Assistance Team
DMH	Missouri Department of Mental Health
DMORT	Disaster Mortuary Team (see NDMS)
DNR	Missouri Department of Natural Resources
DNR-DEQ	Missouri Department of Natural Resources - Division of Environmental Quality
DNR-DOE	Missouri Department of Natural Resources - Division of Energy
DNR-DGLS	Missouri Department of Natural Resources - Division of Geology and Land Survey

**Acronym List -
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DOA	Missouri Department of Agriculture
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DOC	Department of Commerce (U.S.)
DOC	Missouri Department of Corrections
DOCons	Missouri Department of Conservation
DOD	Department of Defense (U.S.)
DOE	Department of Energy (U.S.)
DOEd	Department of Education (U.S.)
DOH	Missouri Department of Health
DOI	Department of Interior (U.S.)
DOI	Missouri Department of Insurance
DOJ	Department of Justice (U.S.)
DOL	Department of Labor (U.S.)¹
DOLIR	Missouri Dept. of Labor and Industrial Relations
DOMS	Department of Military Support (U.S. DOD)
DOR	Missouri Department of Revenue
DOS	Department of State (U.S.)
DOT	Department of Transportation (U.S.)
DPIG	Disaster Planning and Improvement Grant (old CCA Program)
DPS	Missouri Department of Public Safety

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DPS-DFS **Missouri Department of Public Safety -**
 Division of Fire Safety (Fire Marshall)

DPS-DHS	Missouri Department of Public Safety - Division of Highway Safety
DRO	Disaster Recovery Operations
DSS	Missouri Department of Social Services
DSS-DOA	Missouri Department of Social Services - Division of Aging
DSS-DFS	Missouri Department of Social Services - Division of Family Services
DSS-DYS	Missouri Department of Social Services - Division of Youth Services
EAS	Emergency Alert System (formerly EBS - Emergency Broadcast System)
EENET	Emergency Education NETwork
EERI	Earthquake Engineering Research Institute (San Fran)
EICC	Emergency Information and Coordination Center (D.C.)
EMA	Emergency Management Assistance (CCA Program)
EMERS	Emergency Management Exercise Reporting System
EMI	Emergency Management Institute (Emmitsburg, MD)
EMPG	Emergency Management Program Grant (See CCA or PPA/CA)
EMS	Emergency Medical System (or Services)
EMT	Emergency Management Training (CCA Program)

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EO	Executive Order
EOC	Emergency Operations Center

EPA	Environmental Protection Agency
ERT	Emergency Response Team (See FRP)
ERT-A	Emergency Response Team -Advanced (See FRP)
ESF	Emergency Support Functions (See FRP)
EST	Emergency Support Team (See FRP)
ESSC	Enhanced Seismic Safety Report (PPA/CA Mandated)
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer (See FRP)
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FIA	Federal Insurance Administration
FORSCOM	Forces Command, Department of Defense
FRERP	Federal Radiological Emergency Response Plan
FRP	Federal Response Plan
FRS	Field Reporting System
FTS	Federal Telecommunications System

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FYP or 5YP	Five Year Plan for E.Q. Program (PPA/CA Mandated)
GSA	General Services Administration

GEAC	Governor's Earthquake Advisory Council Arkansas Advisory Panel
GEHSTAP	Governor's Earthquake Hazards and Safety Technical Advisory Panel - Kentucky's Seismic Advisory Group
GIS	Geographic Information System
HAZMAT	Hazardous Materials
HAZ MIT	Hazard Mitigation
HAZUS	FEMA Loss Estimation Computer Program (EQ Only)
HHS	Department of Health and Human Services
HUD	Department of Housing and Urban Development
IA	Individual Assistance (formerly IFG)
IAFC	International Association of Fire Chiefs
IBC	International Building Code (Effective 2,000 C.E.)
ICBO	International Conference of Building Officials
ICC	Interstate Commerce Commission
ICS	Incident Command System
ICS/EOC	Incident Command System/Emergency Operations Center
IEMC	Integrated Emergency Management Course
IEMS	Integrated Emergency Management System

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IFG	Individual Family Grant (for Disaster relief - See IA)
ITIC	International Tsunami Information Center
JCS	Office of Joint Chiefs of Staff, Dept. of Defense

JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Committee
LEOP	Local Emergency Operating Plan(s)
MABOI	Missouri Association of Building Officials and Inspectors (potential SAVE participant)
MAE Center	Mid-America Earthquake Center (University of Illinois)
MAPINFO	Geographic Information System used by SEMA
MARS	U.S. Army Military Affiliate Radio System
MCEER	Multi-disciplinary Center for Earthquake Engineering Research (formerly NCEER - located at State University of New York- Buffalo)
MEPA	Missouri Emergency Preparedness Association
MERC	Missouri Emergency Response Commission
MHTD	Missouri Highway and Transportation Department (Now MoDOT)
MFDA	Missouri Funeral Directors Association
MIT	Mitigation (Old CCA Code)
MMI	Modified Mercalli Intensity (Scale)
MOA	Memorandum of Agreement

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MOANG	Missouri Air National Guard
MoDOT	Missouri Department of Transportation
MOANG	Missouri Army National Guard

MOU	Memorandum of Understanding
MOVOAD	Missouri Voluntary Organizations Active in Disasters
MPA	Missouri Pilots Association
MRE	Meals Ready to Eat
MSCA	Military Support to Civil Authorities (see MONG)
MSCE	Missouri Society of Civil Engineers (SAVE)
MSHP	Missouri State Highway Patrol
MSPE	Missouri Society of Professional Engineers (SAVE)
MSSC	Missouri Seismic Safety Commission
MSU	Memphis State University (now University of Memphis)
MSWP	Missouri State Water Patrol
NASA	National Warning System
NCC	National Coordinating Center (see FRP)
NCCEM	National Coordinating Council on Emergency Management
NCEER	National Center for Earthquake Engineering Research State University of New York at Buffalo (Now MCEER)
NCS	National Communications System

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NDMS	National Disaster Medical System
NEHRP	National Earthquake Hazards Reduction Program
NECC	National Emergency Coordination Center (FEMA)

NEIC	National Earthquake Information Center (Golden, CO)
NEIS	National Earthquake Information System (NEIC)
NETC	National Emergency Training Center (Emmitsburg, MD)
NETAC	National Earthquake Technical Advisory Contract
NESEC	New England States Emergency Consortium
NIBS	National Institute of Building Sciences
NFA	National Fire Academy (Emmitsburg, MD)
NFDA	National Funeral Directors Association
NFIP	National Flood Insurance Program
NGB	National Guard Bureau
NHC	Natural Hazards Center (formal name is Natural Hazards Research and Applications Information Center – U.of Colorado - Boulder)
NIUSR	National Institute for Urban Search and Rescue
NIMH	National Institutes of Mental Health
NIST	National Institute of Standards and Technology
NMSZ	New Madrid Seismic Zone
NOAA	National Oceanic and Atmospheric Administration

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NRC	Nuclear Regulatory Commission
NSF	National Science Foundation
NSZ	Nemaha Seismic Zone (a.k.a. Nemaha Uplift)
NVOAD	National Voluntary Organizations Active in Disasters

NWS	National Weather Service
OA	Other Assistance Programs (PPP, RADEF, RMIC)
OA	Office of Administration
OA - D&C	Office of Administration/Design and Construction
OAS	Organization of American States (See US-LAP)
OENH	Office of Earthquake and Natural Hazards - FEMA National H.Q. - Now part of the Mitigation Branch
OFDA	Office of U.S. Foreign Disaster Assistance
OMB	Office of Management and Budget
OSHA	Occupational Safety and Health Act
PA	Public Assistance (for Disaster relief)
PAE	Public Awareness and Education (Old CCA Code)
PAHO	Pan American Health Organization (See US-LAP)
PAO	Public Affairs Officer
PDA	Preliminary Damage Assessment
PDS	Professional Development Series (EMI Program)

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PEER	Center Pacific Earthquake Engineering Research
	Center
	(at University of California at Berkeley)
PHS	U.S. Public Health Service (Dept HHS)
P.I.	Project Impact (FEMA Mitigation Program)

PIO	Public Information Office
P.L.	Public Law
POC	Public Officials Conference
PPA/CA	Performance Agreement (formerly CCA)
PPD	Program Planning and Development (Old CCA Code)
PPP	Population Protection Planning (Old CCA Program)
PRP	Preparedness and Response Planning (Old CCA Code)
PSC	Public Service Commission
RACES	Radio Amateur Civil Emergency Services
RADEF	Radiological Defense (Old CCA Program)
RD	Regional Director (FEMA)
REACT	Regional Emergency Associated Communication Team
REP	Radiological Emergency Preparedness (Nuclear Plants)
RERO	Radiological Emergency Response Operations
RMIC	Radiological Maintenance & Instrument Calibration- (Old CCA Program)
ROC	Regional Operations Center (FEMA-Region/see FRP)
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ROST	Regional Operations Support Team (see FRP)
RSM or RSMo	Revised Statutes of Missouri
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act

SAVE Coalition	Structural Assessment and Visual Evaluation Coalition - ATC-20 Inspections
SBA	Small Business Administration (See DOC)
SCEPP	Southern California Earthquake Preparedness Project California Office of Emergency Services
SCM	Survivable Crisis Management
SCO	State Coordinating Officer (sse FRP)
SBC	Standard (or Southern) Building Code (by SBCC)
SBCC	Southern Building Code Congress
SEMA	State Emergency Management Agency
SEMSU	Southeast Missouri State University - Cape Girardeau
SEOP	State Emergency Operations Plan (State Plan)
SFMAP	Statewide Fire Mutual Aid Plan
SITREP	Situation Report
SLE	State and Local Exercise
SLU	Saint Louis University
SOFRISK	Emergency Management Computer System of Disaster Tracking - Used by SEMA

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SOP	Standard Operating Procedure
SOW	State of Work (part of CCA)
TTT	Train-the-Trainer
TREAS	Department of the Treasury

TVA	Tennessee Valley Authority
UBC	Uniform Building Code (by ICBO)
UMC	University of Missouri - Columbia
UMR	University of Missouri - Rolla
UMSL	University of Missouri - St. Louis
USACE	United States Army Corps of Engineers
USAF	United States Air Force
USAR	Urban Search and Rescue
USCG	United States Coast Guard
USDA	United States Department of Agriculture
USFA	United States Fire Administration
USGS	United States Geological Survey
US-LAP	United States - Latin American Partnership CUSEC - OAS joint exchange program
USN	United States Navy
USPS	United States Postal Service

VA **Department of Veterans Affairs**

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VTA **Volunteers in Technical Assistance**

WU or Wash U. **Washington University**

WEM **Workshop in Emergency Management**

WSSPC **Western States Seismic Policy Council**